

# Rockville City Police Department

## GENERAL ORDER



<b>Subject</b> <b>HOMELAND SECURITY &amp; TERRORISM</b>		<b>Procedure</b> <b>G.O. # 4 - 48</b>
<b>Authorizing Signature</b>	<b>Effective</b> <b>02-26-10</b>	<b>Total Pages</b> <b>5</b>

### I. POLICY

It is the policy of the Rockville City Police Department to maintain liaison with allied law enforcement agencies and other organizations for the exchange of information relating to terrorism; to promptly report actual or suspected terrorism-related activity or circumstances to appropriate local, state and federal entities; and to provide terrorism awareness information within its service area.

### II. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for informational exchanges that contribute to multi-jurisdictional awareness and preemption of terrorist acts or events.

### III. PROCEDURE

#### A. Liaison with other agencies

1. Terrorist activities include a variety of related crimes and spans across multiple jurisdictions. As such the Department maintains liaison with other organizations for information sharing and analysis.
2. The Department routinely receives intelligence bulletins transmitted electronically regarding terrorist activities and threats as well as general awareness information that are disseminated to personnel in-house. This information is reviewed with personnel during roll calls and is also accessible via mobile data computers. When allowed this information can be disseminated externally to other affected agencies or organizations, both public and private.

#### B. Reporting and relaying terrorism related information

1. Personnel dispatched to an incident or encountering a situation on patrol that is indicative of terrorist activity will investigate the circumstances safely and thoroughly. If warranted the situation should be properly documented via police event or field interview report.
2. Immediately after investigating an incident indicative of terrorist activity the lead investigator will contact the Maryland Coordination and Analysis Center (MCAC) at 800-492-8477 and ensure all available information is provided to the duty agent.

C. Terrorism awareness information

1. In order to ensure effective homeland security, the role of the public in observing and reporting terrorist related activity is essential.
2. The Rockville City Police Department is committed to providing terrorism awareness information to enable the public to identify and report terrorism related information. The Department will:
  - a. With the assistance of the City's cable television channel and Public Information Officer, prepare and broadcast public service announcements and/or bulletin boards identifying methods for reporting suspicious activities related to terrorism and encourage residents to do so.
  - b. Provide a public link on the police website enabling citizens to report terrorism related information via the Internet.
  - c. Prepare, distribute and/or make available terrorism awareness brochures during community service meetings and events.

IV. NCIC TERRORISM RESPONSES

- A. The Department of Homeland Security has advised Maryland law enforcement agencies of a national resource named the Terrorist Screening Center (TSC). The TSC is an entity that combines databases from multiple federal agencies in law enforcement and homeland security. The TSC may be of significant assistance when a routine warrant check, initiated without any suspicion of terrorism connections, reveals such a connection automatically through the National Crime Information Center (NCIC).
- B. The following protocol from the Department of Homeland Security, the Office of Domestic Preparedness, the FBI, and the Terrorism Screening Center will be used for **all NCIC inquires**, not just suspected Homeland Security issues.

PROTOCOL: Officers will radio dispatch with a subject's information or contact dispatch following a Mobile Data Terminal (MDT) hit response. Dispatch will screen this information through the NCIC. If the subject's identification draws a TSC match, dispatch may receive any one of four Handling Codes from the TSC. Dispatch will contact Maryland Coordination and Analysis Center (MCAC) at (800) 492-8477, which should provide further instructions as to the disposition of any persons and/or vehicles associated with the inquiry in accordance with TSC guidelines. Inquiries may result in any one of the four **Handling Codes**:

1. **Handling Code #1**  
**Warning – Approach with Caution.** Arrest the individual. This individual is associated

with terrorism. After giving the officer this direction, MCAC will then immediately alert the TSC through the Joint Terrorism Task Force (JTTF).

2. **Handling Code #2:**  
Warning – **Approach with Caution.** Detain the individual for questioning. This individual is of “investigative interest” regarding their association with terrorism. MCAC will contact the TSC through JTTF for additional direction.
3. **Handling Code #3:**  
Warning – **Approach with Caution.** The person queried through this search may be an individual identified by intelligence information as having possible ties with terrorism. **Do not arrest the suspect unless there is evidence of a violation of Federal, State, or local law.** Conduct a logical investigation and ask probing questions to determine law enforcement interest. MCAC, through the TSC, may have more information/additional instructions.
4. **Handling Code #4:**  
Warning – **Approach with Caution.** The person queried through this search may be an individual identified by intelligence information as having possible ties with terrorism. **Do not arrest the suspect unless there is evidence of a violation of Federal, State, or local law.** Attempt to gain sufficient information to positively identify this individual in a matter that is consistent with Rockville City Police Department policy and procedures.

An officer will immediately request back-up for any of the above handling codes.

C. Procedures when encountering subjects with **Handling Codes:**

1. **Handling Code #1**
  - a. According to the TSC, “There is a valid outstanding arrest warrant for the subject”. The arrestee will be isolated at the scene, transported individually to CPU and held until the arrival of a member of the specific Intelligence Unit that entered the warrant or JTTF.
  - b. For officer safety, all persons associated with the arrestee will be secured, frisked, segregated, and checked through NCIC. These individuals will be treated as a Code 3 unless otherwise directed by TSC.
  - c. No phone calls will be made by, or on behalf of, the arrestee.
  - d. The specific Intelligence Unit that entered the warrant will be notified by dispatch, respond, take charge of the investigation and take responsibility for all documentation.
  - e. Arrestees held at the station will be isolated from other detainees and/or prisoners.

- f. Disposition of arrestees will be determined by a member of the Intelligence Unit or JTTF.

2. **Handling Code #2**

- a. According to the TSC, “A reasonable articulable suspicion exists that the individual is engaged in domestic or international terrorist activities, that the individual is the subject of an administrative arrest warrant, or that exigent circumstances are present”. If additional information from the specific Intelligence Unit that entered the “hit” warrants an arrest, the detainee will be isolated at the scene, transported individually to CPU or handled according to direction received from the Intelligence Unit or JTTF. A member of the JTTF will conduct additional investigation.
- b. For officer safety, all persons associated with the detainee will be secured, frisked, segregated, and checked through NCIC. These individuals will be treated as a Code 3 unless otherwise directed by TSC.
- c. No phone calls will be made by, or on behalf of, the detainee.
- d. Detainees held at the station or CPU will be isolated from other detainees and/or prisoners.
- e. Disposition of detainees will be determined by a member of the JTTF.

3. **Vehicles**

- a. Neither officers nor occupants are to retrieve **any** property from the vehicle until cleared by JTTF.
- b. The vehicle will not be moved and the officer will request a K-9 Unit to respond with a bomb detection dog to scan the vehicle. If the dog elicits a positive response, the Bomb Squad will be requested to respond to the scene and the requesting officer will follow established procedures.
- c. If there is no indication of an explosive device, follow appropriate search procedures and release the vehicle according to current procedures unless otherwise directed by JTTF.

4. **Handling Codes #3 and #4**

- a. JTTF will be notified by Communications.

- b. Officers on the scene will handle the investigation with instructions from JTTF.
  - c. A field interrogation report and/or Event Report with photographs shall be completed.
  - d. The investigating officer shall complete and fax all related paperwork to the JTTF prior to the end of his/her tour of duty.
- 5. General:
  - a. If a match is returned on any of the four Handling Codes, the shift commander will immediately respond to the scene.
  - b. No teletypes or incident summary reports are to be sent regarding any of the Handling Code incidents.
  - c. Radio transmissions are to be kept at a minimum regarding all Handling Code incidents. If more discussion is needed, other than information between dispatch and the officer, a tactical channel or MDT will be used.
  - d. All officers should be aware of the possible presence of Weapons of Mass Destruction (WMD) materials.
  - e. All media inquiries should be directed to the City's public information office.
  - f. Any other inquiries regarding an arrestee/detainee will be referred to the JTTF.
  - g. Officers will complete the booking process for all State and Local charges for these incidents.